

HOMER PUBLIC LIBRARY DONOR RECOGNITION POLICY

Homer Public Library could not function without the extensive donations of money, time, materials and other real property that the community has offered for decades. While we cannot recognize all donations individually, we commit to showing our appreciation in the following ways.

THANK-YOU CARDS

- Description: A card mailed to donors.
- Scope: Recognizes all financial donations to the Library Endowment Fund and the Friends of the Homer Public Library Endowment Fund during the preceding year. Donations are recognized regardless of their size.
- Responsibility: LAB members write thank-you cards for donations to the Library Endowment Fund. FHL Board members write thank-you cards for donations to the FHL Endowment Fund and directly to FHL. The Library Director writes thank-you cards for donations made directly to the library.
- Recordkeeping: Donors are tracked by the Homer Foundation, which provides names to both the LAB and FHL. Donations made directly to FHL will be tracked by the FHL Coordinator. Donations made directly to the library will be tracked by the Library Director or a designated staff member.

HOMER PUBLIC LIBRARY ANNUAL REPORT

- Description: An annual library report will be issued every January, including a list of donors during the preceding January-December.
- Scope: Recognizes all financial donations to the Library Endowment Fund and the Friends of the Homer Public Library Endowment Fund during the preceding year. Donations are recognized regardless of their size. Donors are listed alphabetically by last name in the report.
- Responsibility: The Library Director writes the Annual Report.
- Recordkeeping: The Homer Foundation issues an annual list of donors to its partners.
- Notes: The Annual Report will be produced sometime in January.

FISH PLAQUE

- Description: A metal fish bearing the donor's name will be attached to the wall outside the front door of the library.
- Scope: Recognizes all financial donations during the preceding year, not only those given to the endowment funds. Donors who provide \$500 or more will get a small fish, while donations of \$2,500 or more get a large one.
- Responsibility: The LAB will manage producing the fish, in collaboration with the metalsmiths.

- Recordkeeping: The Homer Foundation issues an annual list of donors to its partners. Donations made directly to FHL will be tracked by the FHL Coordinator. Donations made directly to the library will be tracked by the Library Director or a designated staff member.
- Notes: Installation occurs once a year, in late spring or early summer. The recognition is for gifts made during the previous January to December, and is not carried over from year to year. Further, the recognition is for a donation made as a single lump sum; not accumulated over multiple payments in a 12-month period. A donor can have multiple fish on the wall, if they have donated over multiple years.

JOINT LETTER OF APPRECIATION

- Description: The LAB and FHL will issue a joint letter of appreciation to the donor, with the understanding that the donor may use the letter for advertising purposes.
- Scope: Recognizes substantial or unique gifts that provide great value to the library.
- Responsibility: Based off a common template, the letter is drafted and personalized by the LAB and the FHL Board.
- Recordkeeping: The recognition is for extraordinary (and generally rare) gifts, and must be discussed jointly by the FHL board and the LAB.

EXCEPTIONS

Exceptions or waivers to the provisions of this policy will be considered in exceptional circumstances only, and will be subject to approval by the Homer City Council. The City reserves the right to terminate or alter arrangements for recognition under unusual or extraordinary circumstances.

Approved by the Library Advisory Board October 7, 2021
 Adopted by City Council October 25, 2021 via Resolution 21-074